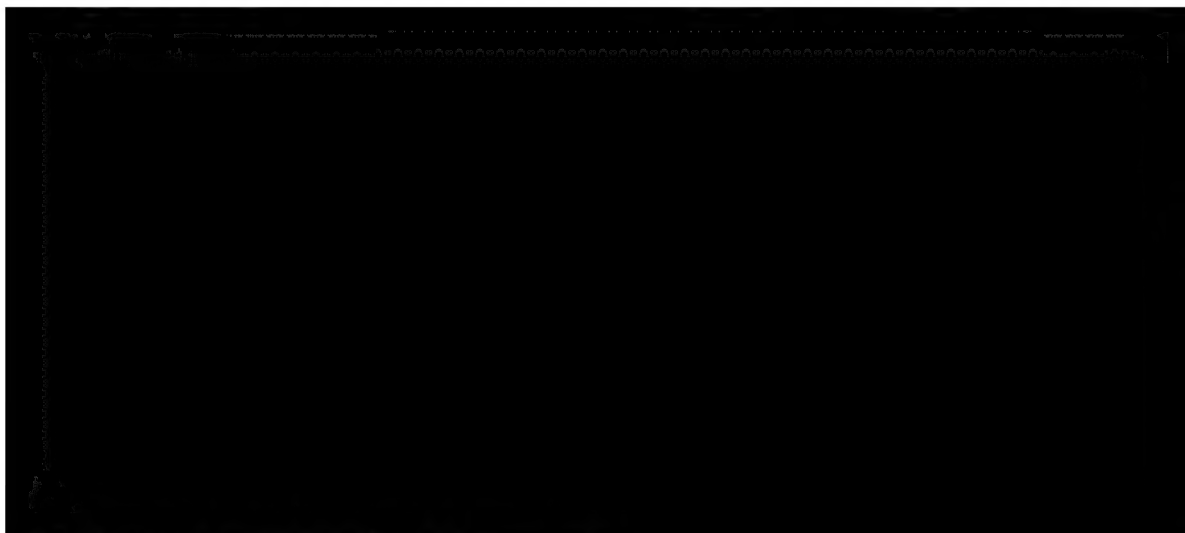


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Document No. 4
No Change in Class. ☐
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Class. Changed To: TS S 6
MEMORANDUM FOR: Acting Deputy Director (Administration)
Date: 10-18-78
Subject: Weekly Report for Week Ending 8 January 1954

CONFIDENTIAL 8 January 1954

1. General



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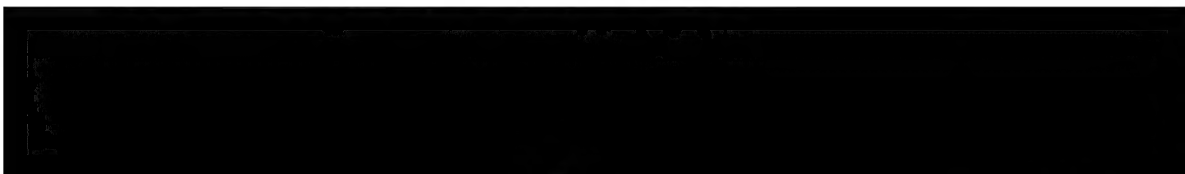
2. Projects and Studies in Process

a. Submission of Materiel Requirements - (completed item)

The instructions concerning the submission of forecasts of materiel requirements have been published No. [redacted] dated 28 December 1953. The information requested in this notice should give the Logistics Office a comprehensive picture of the administrative and operational requirements world-wide for FY-55 and FY-56.

3. Administration

a. Personnel Report - (continued item)



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b. Agency Regulations - (continued item)

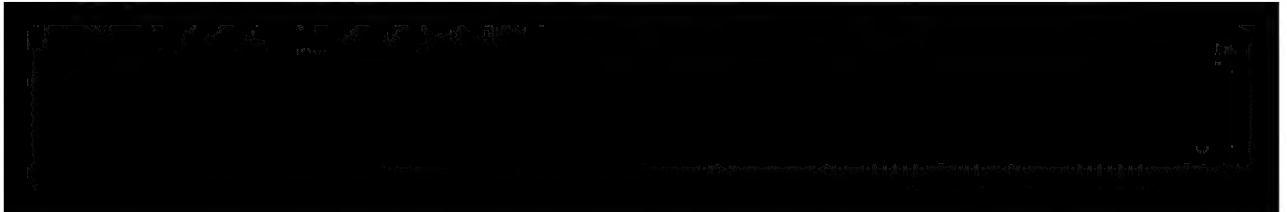
The following proposed Agency Headquarters Regulations were forwarded to the Regulations Control Staff for final coordination and publication:

- (1) [REDACTED] Supply Control and Accountability, General Concepts and Policies
- (2) [REDACTED] Supply Control and Accountability, Accountability and Responsibility
- (3) [REDACTED] Supply Control and Accountability, Supply Accounting
- (4) [REDACTED] Supply, Supply Catalog
- (5) [REDACTED] Supply Stock Levels
- (6) [REDACTED] Supply, Distribution and Transfer of Property
- (7) [REDACTED] Supply, Issue and Use of Property
- (8) [REDACTED] Supply Control and Accountability, Material Disposition
- (9) [REDACTED] Supply, Boards of Survey

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4. Transportation Division



b. Operational Statistics, Week Ending 7 January 1954 - (continued item)

- (1) Trucking Operations:
 - (a) Tonnage Moved - 13 tons (out of town)
 - (b) Total Truck Mileage - 4,518 miles
- (2) Cargo Operations:
 - (a) Total Air Shipments - 27
 - (b) Tonnage Moved - Air - 1.7 tons
 - (c) Total Surface Shipments - 81
 - (d) Tonnage Moved - Surface - 31 tons
- (3) Personal Property Shipments:
 - (a) Incoming Personal Property - 0
 - (b) Outgoing Personal Property - 17
 - (c) Incoming Privately-Owned Automobiles - 0
 - (d) Outgoing Privately-Owned Automobiles - 0

5. Supply Division

a. Storage of Biologicals and Antibiotics - (new and completed item)

Agreements have been reached with the Medical Office whereby biologicals and antibiotics which possess an expiration or shelf life date

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will not be stocked [REDACTED]. Supply for these items will be effected through the [REDACTED] Depot.

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6. Procurement Division

a. Contract Documents and Requisitions - (continued item)

(1) Contracts

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Contractor	Commodity & Quantity	Dollar Value
[REDACTED]	S-Band Transmitters	\$7,554.

(2) Requisitions - By Division Branch

	<u>Special Purch.</u>	<u>Military Purch.</u>	<u>Contract</u>	<u>Purchase Order</u>	<u>Total</u>
Brought Fwd.	4	11	125	184	324
Received	35	13	1	143	192
Completed	26	11	4	194	235
Pending	13	13	122	133	261
Amt. Oblig.	\$6,291.50	\$8,998.55	\$55,306.00	\$32,682.72	\$103,278.77

JAMES A. GARRISON
Chief of Logistics

GRY LO/SS/ARL:mk (8 Jan. 1954)

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